City of SACRAMENTO
Finance Department

MOBILE FOOD VEHICLE PROPERTY PERMIT: CUSTOMER INSTRUCTIONS

Thank you for your interest in applying for a Mobile Food Vehicle Property Permit with the City of Sacramento.

- All Food Vending Vehicle Property Permits shall expire on April 30th of the calendar year following the date of issuance, unless sooner revoked.
- Timeframe for processing permits takes approximates 15 business days (or 3 weeks).

1. **New Application Requirements**:

    a. NON-REFUNDABLE & NON-PRORATED FEES
        i. 1-2 TRUCKS: $800
        ii. 3+ Trucks (in addition to Conditional Use Permit fees): $400

    b. Completed application (which includes the following):
        i. List of all property owners
        ii. Written evidence that applicant is an owner, lessee or holder of similar interest in the property (e.g., Deed of Trust, property tax bill, lease, utility bill).
        iii. Layout of the outside location for where the food trucks will be located on the real property.
        iv. List of property owners within 500' of property (obtained from Sacramento County Assessor's Office)
        v. Draft notice of intent (copy of the letter the applicant is to send to the property owners within 500'). **Example notice provided.**
        vi. If the permit application is for 3 or more vehicles, a copy of the Conditional Use Permit for an outdoor market issued pursuant to the Planning and Development Code for the subject property is required.
        vii. Within 5 days after application has been submitted to the City of Sacramento, you must post in a conspicuous place on the property listed on the application, the notice of intent sign provided by the City. **Example notice provided**.
        viii. Within 5 days after application has been submitted to the City of Sacramento, you must mail the notice of intent to all property owners within a radius of 500' of the property on the application.

2. **Renewal Requirements:**
    a. Property renewals are due by March 31st with an effective date of May 1st.
        i. Applications received after March 31st are subject to a $100 Late Fee.
    b. NON-REFUNDABLE & NON-PRORATABLE FEES
        i. 1-2 TRUCKS: $500
        ii. 3+ TRUCKS (in addition to Conditional Use Permit fees): $225
    c. Completed application (which includes the following):
        i. List of additional property owners (if changed from original application).
        ii. Written evidence that applicant is an owner, lessee or holder of similar interest in the property (e.g., Deed of Trust, property tax bill, lease, utility bill). (If changed from original application)
        iii. Layout of the outside location for where the food trucks will be located on the real property and any utilities used (if different from original application).

3. **Duplicate permit fees:**
    a. There is a $15.00 permit replacement fee.